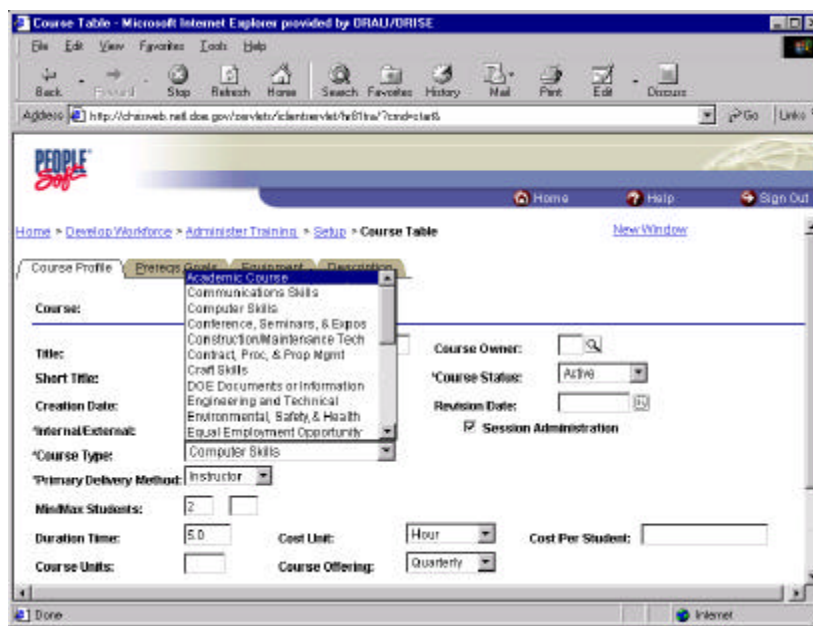


## Translate Table Options

This appendix provides screen shot views of seven “translate tables” used in CHRIS Training Administration.

## Course Type

“Course Type” is under “Setup,” “Course Table.”



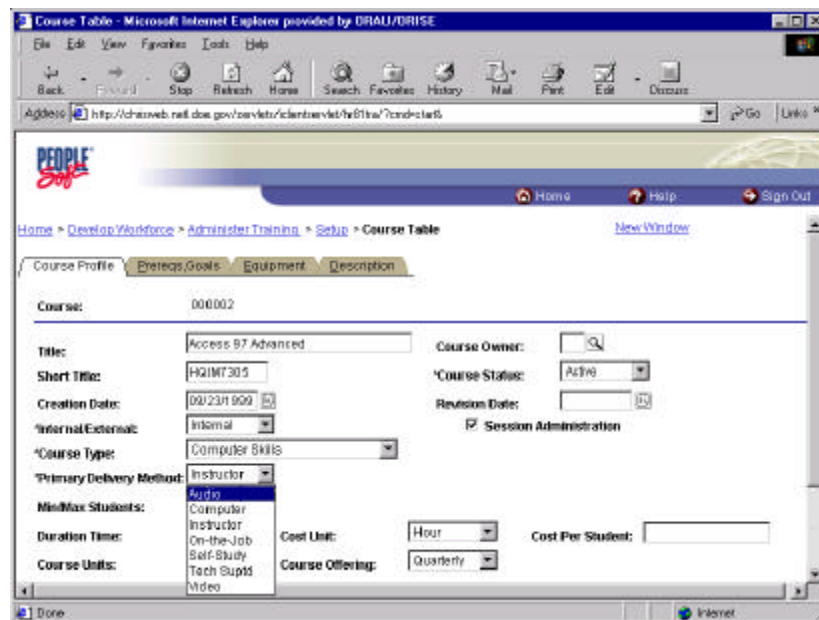
The full list of twenty-two training types is:

- (None)
- Academic Course
- Communication Skills
- Computer Skills
- Conference, Seminars, and Expositions
- Construction/Maintenance Tech
- Contract, Procurement, and Property Management
- Craft Skills
- DOE Documents or Information
- Engineering and Technical
- Environmental, Safety, and Health
- Equal Employment Opportunity
- Facilitator Program
- Finance and Accounting
- General Administrative
- Human Resource Issues
- Legal Issues
- On-the-Job

- Operations Technical
- Power Plant Ops
- Power System Ops
- Program/Project Management
- Quality
- Safeguards and Security Issues
- Secretarial/Clerical Training
- Supervisory and Management Training
- Walkdown Tour

### Primary Delivery Method

“Primary Delivery Method” is under “Setup,” from “Course Table.” Selection of a primary delivery method is available only when adding a course, not updating or displaying the information on an existing course. After the user selects “OK” to “NEW,” the following delivery options are shown:

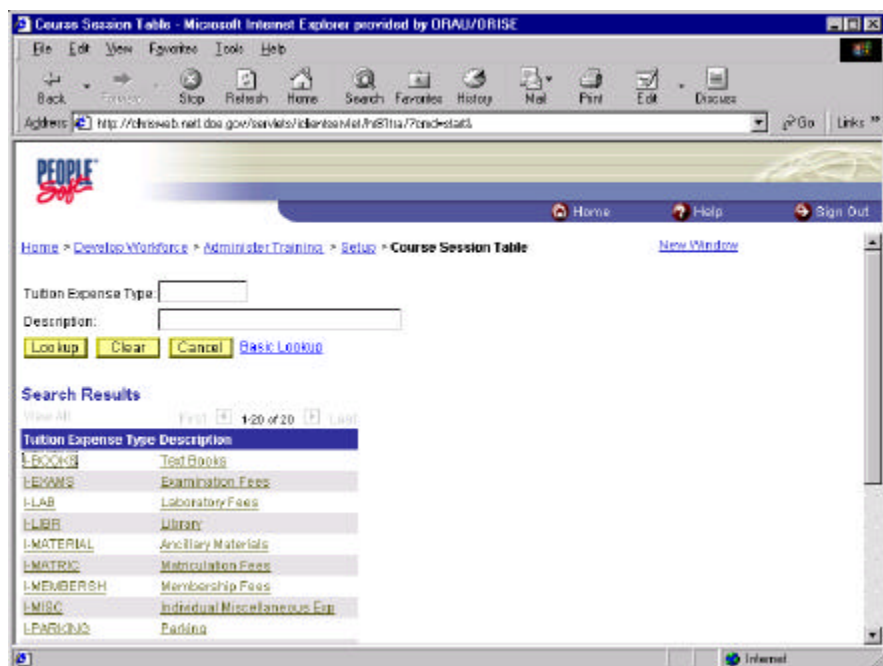


The seven delivery methods to choose from are:

- Audio
- Computer
- Instructor Led
- On-the-Job Training
- Self Study
- Technology Supported
- Video

**Course Expense Code**

“Course Expense Code” on the “Expense” tab under “Setup,” from “Course Session Table.” The user must first select the course name and a session number.



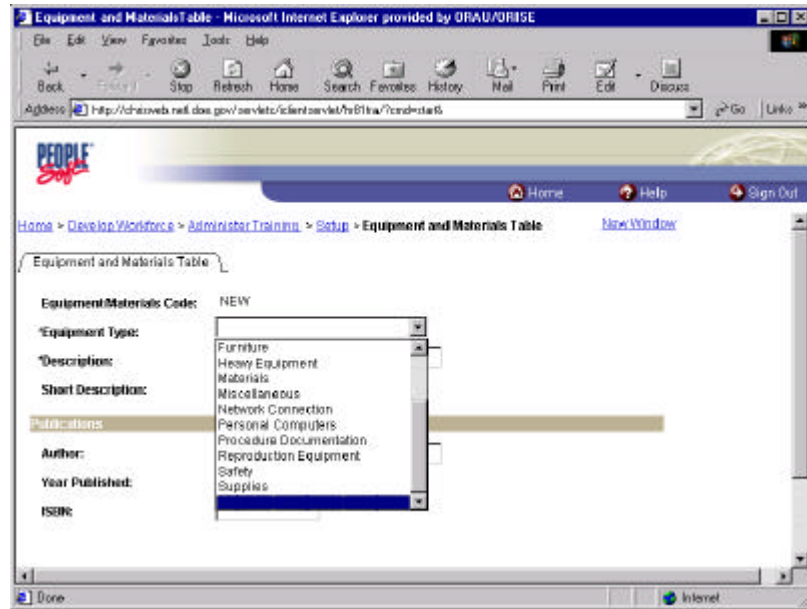
The expense codes to choose from are:

- I-BOOKS
- I-EXAMS
- I-LAB
- I-LIBR
- I-MATERIAL
- I MATRIC
- I-MEMBERSHIP
- I-MISC
- I-PARKING
- I-TUITION
- S-EQUIP
- S-FACILITY
- S-INST/VEN
- S- MATERIAL
- S-PREPTIME
- S-SHROCOST1
- S-SHROCOST2
- S-SHROCOST3
- S-SHROCOST4

Users can add more than one type of expense if appropriate.

## Equipment Type

“Equipment Type” is under “Setup,” from the “Equipment and Materials Table.” Selection of an equipment type is available only when adding equipment, not updating or displaying existing equipment information. After the user selects “OK” to “NEW,” the following delivery options are shown:

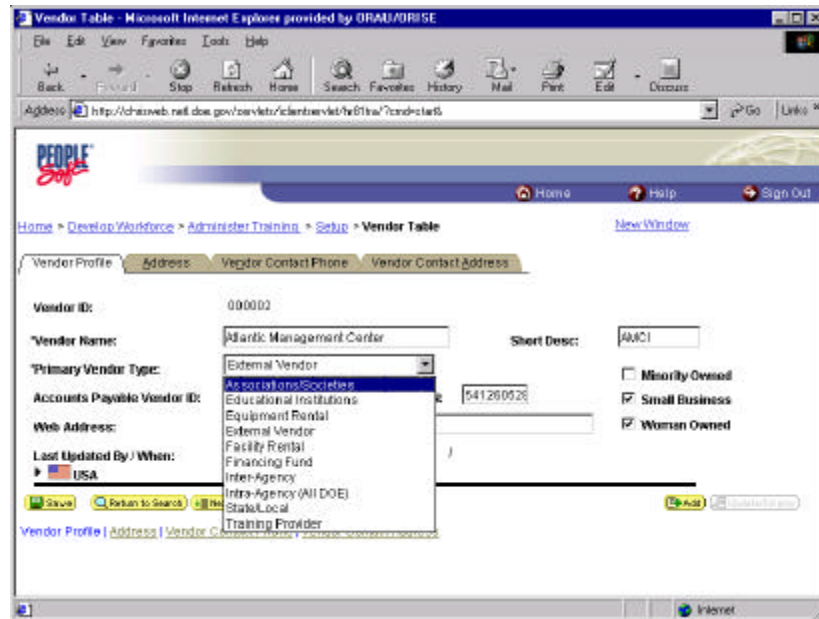


The twelve types of equipment to select from are:

- Audiovisual Equipment
- Books
- Communications Link
- Electronics
- Furniture
- Heavy Equipment
- Materials
- Miscellaneous
- Network Connection
- Personal Computers
- Procedure Documentation
- Reproduction Equipment
- Safety Equipment
- Supplies

**Primary Vendor Type**

“Primary Vendor Type” is under “Setup,” from the “Vendor Table.” This allows the user to choose the primary training function for which DOE has used the vendor named.

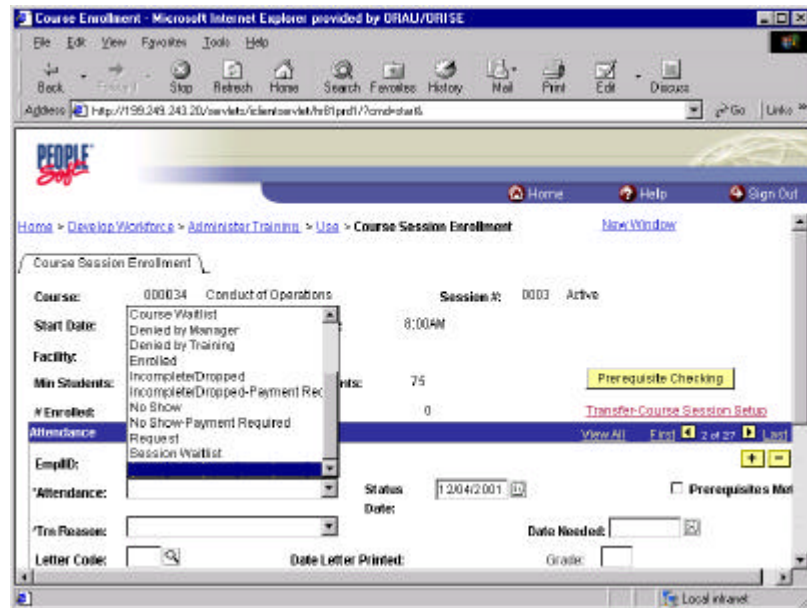


The ten types of vendors to choose from are:

- Associations/Societies
- Educational Institutions
- Equipment Rental Agencies
- External Vendors
- Facility Rental
- Financing Fund
- Inter-agency
- Intra-agency (All DOE)
- State or Local Governments
- Training Providers

**Attendance**

“Attendance,” formerly known as “Status,” is under “Use,” from the “Course Session Enrollment” page. The user must select or add a course session first.



The sixteen training status choices are:

- Approved by Manager
- Authorized by Training
- Cancel Request for Training
- Cancel Request (with Payment Required)
- Cancelled Session
- Completed
- Course Waitlist
- Denied by Manager
- Denied by Training
- Enrolled
- Incomplete or Dropped
- Incomplete or Dropped (with Payment Required)
- No Show
- No Show (with Payment Required)
- Requested
- Session Waitlist

**Training Reason**

“Training Reason” is under “Use,” available from either from the “Course Session Enrollment” page (as displayed below) or the “Student Training page”. The user must first select or add a course session.

Course Session Enrollment

Course: 00034 Conduct of Operations Session #: 0008 Active

Start Date: 03/29/2001 Start Time: 7:30 AM

Facility: SPRPMO Language:

Min Students: 25 Max Students: 25

# Enrolled: 21 # Waiting: 0 # Transfer: 1

Prerequisite Checking

Transfer Course Session Setup

Attendance

EmpID: 20430 Vincent, Gary R

Attendance: Session Waitlist

Training Reason: Directed by Management

Status Date: 03/31/2002

Waitlist Dt: 03/31/2002

Date Needed:

Prerequisites Met

Letter Code: Compliance, Development, Directed by Management, Job Related, Transition

The training reasons to choose from in CHRIS are:

- Compliance
- Development
- Directed by Management
- Job Related
- Transition